



PLANNING AND ZONING DEPARTMENT

PUBLIC NOTIFICATION CHECKLIST

Property ownership records are required to be obtained from the Baldwin County Revenue Department and all notifications shall be sent via certified mail.

MAP:

A map shall be prepared and submitted showing the subject parcel and all tax parcels within the required notification area (see below) with the approximate location of the notification boundary drawn on the face of the map. This map should be in the form of a Baldwin County Tax Assessor Map and at a scale and size sufficient to display such information.

Required notification distances are:

- 100 feet: Minor Subdivision and Major Subdivision – Preliminary
- 750 feet: Special Exception, CUP, PUD Master Plan, Rezoning, Variance
- 750 feet: Special Use Permit for wireless telecommunications
- 750 feet: Appeal to the Zoning Board of Adjustment

RECORDS RESEARCH & CERTIFICATION:

Once the map has been prepared, a search and examination of the property ownership records must be performed and certified by the Baldwin County Revenue Department or a title company in order to obtain the most current ownership records. The following shall be submitted:

- (1) A typed list reflecting each parcel and PPIN number, the current owners of each parcel, and the mailing address for each listing from the tax records. This list shall be certified by the preparer as the most current ownership information available.

SUBMITTAL OF APPLICATION TO PLANNING AND ZONING DEPARTMENT:

The following items shall be submitted to complete the public notification requirements:

- ☐ Map
- ☐ Certified parcel search list
- ☐ **Two (2) Sets** of business sized envelopes (4"x9.5") printed with the addresses of the surrounding property owners and the return address "Planning and Zoning Department, City of Gulf Shores, P.O. Box 299, Gulf Shores, AL 36547". All public notification mail shall be sent Certified U.S. Mail.

The Applicant shall bear the costs of all public notification requirements.